

# **Section 4**

## **Proposal Evaluation**

## Section 4

# Proposal Evaluation

### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### II. Evaluation Process

An evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Thresholds

##### Evaluation Categories

##### Possible Points

##### *Administrative Requirements*

##### *Proposal Application*

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

**100 Points**

**TOTAL POSSIBLE POINTS**

**100 Points**

### **III. Evaluation Criteria**

#### **A. Phase 1 - Evaluation of Proposal Requirements**

##### **1. Administrative Requirements**

##### **2. Proposal Application Requirements**

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### **B. Phase 2 - Evaluation of Proposal Application (100 Points)**

The points awarded for each area and sub-area of evaluation shall be derived from a rating scale of 0 to 5:

- 5= Very satisfactory
- 4= More than satisfactory
- 3= Satisfactory
- 2= Less than satisfactory
- 1= Unsatisfactory
- 0= Not addressed (no credit)

Weighted points (0-5) for each sub-area will be given. The sum of weighted points given by the evaluators in that area will be divided by the maximum weighted points that could be allotted

**Program Overview:** No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

##### **1. Experience and Capability (20 Points)**

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

Organization: \_\_\_\_\_

RFP No: \_\_\_\_\_

**A. Necessary Skills**

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

---

---

---

---

---

**B. Experience**

- Community-based service activities operated during after-school hours, weekends, school intercession, and holidays.
- Program strategies incorporating the teen pregnancy prevention approach. The program should incorporate the achievements of as many of the outcomes contained in this request for proposal.
- Services and activities that are reasonably calculated to reduce the incidence of teen pregnancy and involvement in other delinquent behaviors.

---

---

---

---

---

---

---

---

**C. Quality Assurance and Evaluation**

- Describes how the proposed service is designed to meet the pertinent issues and problems related to the proposed request.

---

---

---

---

**D. Coordination of Services**

- Demonstrated capability to coordinate services with other agencies and resources in the community.

---

---

---

---

---

---

Organization: \_\_\_\_\_

RFP No: \_\_\_\_\_

**2. Project Organization and Staffing (15 Points)**

The State will evaluate the applicant's overall staffing approach to the service that shall include:

**A. Staffing**

- Proposed Staffing: That the proposed staffing pattern is reasonable to insure viability of the services. \_\_\_\_\_
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Project Organization**

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. \_\_\_\_\_
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Service Delivery (55 Points)**

*Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.*

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

- Proposed trainers to be used in training Staff personnel \_\_\_\_\_
- Proposed Outcomes Framework and Performance Criteria \_\_\_\_\_
- Proposed process that will enable the applicant to identify \_\_\_\_\_

Organization: \_\_\_\_\_

RFP No: \_\_\_\_\_

teen pregnancy prevention and substance abuse prevention program models/curriculum that would be effective in addressing the needs of youth and families within its community.

- Proposed plan demonstrates and understanding of the target groups.
- Proposed plan for public relations and community collaboration.
- Proposed process to pilot and implement the teen alcohol and drug prevention and family strengthening services.
- Proposed logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.
- Describes staff/program management activities.

**5. Financial (10 Points)**

- Proposed budget is reasonable, given program resources and operational capacity.
- Adequacy of accounting system.
- Audit report and Tax Clearance.

**C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.